

KENTUCKY BOARD OF CERTIFICATION OF FEE-BASED PASTORAL COUNSELORS
MINUTES FOR November 9, 2011

A regular meeting of the Kentucky Board of Certification of Fee-Based Pastoral Counselors was held on November 9, 2011 at the offices of the Office of Occupations and Professions at 911 Leawood Drive, Frankfort KY 40601 and began at 1:05 p.m.

MEMBERS PRESENT

Joe Bob Pierce, Chair
Thomas Holbrook
Seniora Burdette
Joan Clagett
Rowatt Wade

OCCUPATIONS AND PROFESSIONS

Jeremy Horton, Deputy Executive Director
Adriana Lang, Board Administrator

MEMBERS ABSENT

OTHERS PRESENT

Mark Brengelman, Assistant Attorney General
John Stefan, Ethics Commissions

CALL TO ORDER

Mr. Pierce, Chair, called the meeting to order at 1:05 p.m.

KY ETHICS TRAINING

The Board received a Memorandum from Mr. Ryan Halloran regarding the Executive order 2008-454, Executive order 2009-882. Mr. Halloran's memo stated that the beginning of July 2011, at the Governor's request, personnel of the Executive Branch Ethics Commission will offer training to Executive Branch boards and commissions on the requirements placed on board members by Executive Order 2008-454, paragraphs 6, 7, 8 and 9, and Executive Order 2009-882. Mr. Halloran stated that it is the opinion of the Attorney General that the boards and their administrators should take the training. Mr. Halloran also stated that the board should keep in mind that they do not have the authority to advise individual board members on ethical issues and should refer them to the Executive Branch Ethics Commission on ethical questions pertaining to their personal conduct. Mr. John Stefan attended the board meeting to give the board its Ethic Training, which was conducted according to the Executive Branch Ethics Commission guidelines. No actions were taken by the board.

APPROVAL OF MINUTES

A motion was made by Mr. Holbrook to accept the minutes as amended of the June 1, 2011 meeting. Seconded by Mr. Rowatt, motion carried.

FINANCIAL STATEMENT

Mr. Horton explained the new Financial statement. A motion was made by Mr. Holbrook to accept the financial statements as presented. Seconded by Ms. Clagett, motion carried.

BOARD CHAIR REPORT

The Board reviewed a thank you note from Sara Rice. It was noted that documentation was received in the form of payments made and applications completed in determining that Ms. Rice did retroactively reinstate her certification for the time she operated with a lapsed certificate.

Mr. Pierce stated that licensee holders are not receiving Renewal notices. Mr. Pierce requested that renewals be mailed out two (2) months before the expiration date. If licensee holders are not renewed by the end of the grace period, the licensee will be terminated and sent a cease and desist letter.

EXECUTIVE DIRECTOR'S REPORT

Mr. Horton informed the board of the new database I.D. cards. Mr. Horton informed the board that the budget memorandum had been submitted. Mr. Horton also informed the board that Occupations and Professions had two (2) new supervisors Ms. Debra Day – Board Administrator Supervisor and Ms. Susan Ellis – Fiscal Department. Mr. Horton explained to the board that the OIG can no longer perform investigations for the boards.

BOARD COUNSEL REPORT

The Board discussed and reviewed the proposed licensure legislation draft. Mr. Rowatt made a motion to accept the proposed regulations with notifications. Ms. Clagett seconded the motion. Motion carried.

OLD BUSINESS

Proposed Licensure Legislation Draft – Tabled

NEW BUSINESS

The Board discussed communication with Kentuckiana Pastoral Counselors. Ms. Clagett made a motion for Mr. Pierce, Board Chair to contact KPC.

APPLICATION REVIEW

The Board reviewed a letter from Ms. Alicia L. Head on behalf of Wanda Day (LPCC).

The Mr. Rowatt made a motion to reflect that Elizabeth Ellis has been certified. Ms. Burdette seconded the motion. Motion carried.

COMPLAINTS

No legal complaints pending.

TRAVEL

A motion was made by Mr. Holbrook to approve payment of travel expenses for eligible members. Seconded by Ms. Clagett, motion carried.

NEXT MEETING

The Board discussed board meeting dates for 2012.

The next board meeting is scheduled for May 11, 2012 at 1:00 p.m.

ADJOURNMENT

Being no further business to come before the Board a motion was made by Mr. Holbrook to adjourn. Seconded by Mr. Pierce, motion carried. The Board adjourned at 4:00 p.m.